

C.V.

Kia Ora, I'm an experienced Production Coordinator based in Auckland. I have a wide range of experience in TVC's from mammoth, to micro shoots. Please take the time to read this, and feel free to contact me if you wish to discuss your project further! I can provide references on request.

TVC EXPERIENCE (Highlights)

Project Title	Market	Role	Producer	PM	Prod Co	Date
Spark- Manifesto	NZ	PM	Camilla Mazzafero	N/A	Finch	July, 2017
Air NZ- Fantastical Journey	Global	PC	Helen Naulls	Vic Hardy	Assembly	May, 2017
Tourism NZ	Global	PC	Cath Anderson	Sarah Cook	Finch	Feb, 2017
Pfizer	US	PC	Anzak Tindall	Lisa Kissin	Batch	Jan, 2017
Optum	US	PC	Kerry Prendeville	Anna Walsh Wrightson	Good Oil	Jan, 2017
Masterfoods	AUS/NZ	PM	Claire Thompson	N/A	Finch	Nov, 2016
EECA	NZ	PC	Ivan Barge	N/A	Film 360	Sept, 2016
Liptons Xmas	US/ Russia	PC	Andy Mauger	Sally Moodabe	Sweet Shop	Aug, 2016
Mercury Energy	NZ	PC	Sarah Cook	Laura McGeorge	Finch	June, 2016
Spark	NZ	PC	Nik Beachman	Andy Mauger	Thick as Thieves	June, 2016
Tower	NZ	PC	Sarah Cook	Rachel Blampied	Finch	May, 2016
Denso	Japan	PA	Annelise Yarell	Annelise Yarell	State House	April, 2016
Chinese Milk	China	PC	Andy Mauger	Sally Moodabe	Finch	March, 2016
The Warehouse	NZ	PC	Andy Mauger	Sally Moodabe	Finch	Feb, 2016
General Electric	US	PA	Jimena Murray	Sarah Cook	Finch	Feb, 2016
Powerade	Global / US	PA	Declan Cahill	Kristian Eek	Exit	Jan, 2016
Gillette	Intl	PA	Ian Gibbons	Annelise Yarell	Exile	Jan, 2016
Benjamin Moore	US	PC	Iris Webber	Sue Sparks	Batch	Dec, 2015
Rebel Sport	NZ	PC	Matt Noonan	Andrew Marshall	Curious	Oct, 2015
Youi	NZ	PA	Bex Kelly	Vic Hardy	Finch	Sept, 2015
NZBCF	NZ	PC	Matt Noonan	Andrew Marshall	Curious	Aug, 2015
ANZ	NZ	PA	Dan Higgins	Sarah Cook	Curious	Aug, 2015
NZ Defence Force	NZ	PA	Jimena Murray	Vic Hardy	Finch	July, 2015
Crazy Domains	NZ	PA	Stu Giles	Vic Hardy	Curious	April, 2015
Apple Watch	Intl	PA	Declan Cahill	Sally Moodabe	Exit	Feb, 2015
Channel 4	UK	PA	William Grieve	Vic Hardy	Big Pictures	Feb, 2015
Sky	NZ	PC	Larisa Tiffin	Sally Moodabe	Sweet Shop	Nov, 2014
New World Xmas	NZ	PC	Andy Mauger	Annelise Yarell	Finch	Oct, 2014
Rebel Sport	NZ	PA	Stu Giles	Vic Hardy	Curious	Oct, 2014

*More comprehensive list of TVC's available on request

DRAMA EXPERIENCE

Project Title	Type	Role	Director	Line Producer	PM	Prod Co	Date
Sparrow	NZ Short Film	PC	Welby Ings	Robin Murphy	Vic Hardy	Ind	March, 2015
Hunt for The Wilder People	NZ Feature	Runner	Taika Waititi	Sarah Cook	N/A	Piki Films	May/June, 2015
The Jump	NZ Short Film	PC	Alex Sutherland	Bex Kelly	Vic Hardy	Thick as Thieves	March, 2015
Beyond The Known World	NZ Feature	Runner	Pan Nalin	Judith Trye	N/A	Reservoir Films	Dec, 2015

SKILLS

Software Skills

Adobe Indesign	Microsoft Excel
Adobe Photoshop	Microsoft Word
Adobe Lightroom	Microsoft PowerPoint
Adobe Acrobat Pro	
Final Cut Pro	

Personal Attributes

Works well under pressure, thrives on it!
Personable
Mature and reliable

Professional Skills

Budgeting	Talent Management
Scheduling	Crew Management
Light Accounting	Travel and Accom
Office Management	
Logistics	

Personal Interests

Filmmaking
Photography
Video Editing
The great outdoors
Amateur rugby player

PREVIOUS EMPLOYMENT / EDUCATION

In House Production Assistant at Finch

Dec, 2012 - Oct, 2014

Straight out of university I gained employment with Finch Company. An advertising production company based out of Auckland, Sydney and Melbourne.

Key Responsibilities:

- Running the Front Desk
- Assisting the Directors and Producers in various aspects
- Office management
- Light account reconciliation
- Attending to individual needs of the productions
- Job prep/ wrap up
- PPM lay up

Graduated UNITEC with a Bachelor's Degree in Screen Arts

2012